

Attachment C - Student Wellness Coordinator Position Description

Staff Vacancy:	Student Wellness Coordinator
Qualifications:	Bachelor's Degree in Wellness Promotion, Nutrition, Nursing, Dietetics, or Health Enhancement or the equivalent in experience in the Wellness motion field.
Employment:	Full-time; 8 hours per day, 190 days per year
Location:	District-wide
Salary:	\$20/hour

Job Description:

The **Student Wellness Coordinator** works in collaboration with the Student Assistance Program Coordinator and the Employee Wellness Team to deliver a Student Wellness Program to the staff, students and parents of the Great Falls Public Schools. The **Student Wellness Coordinator** is required to operate with a high degree of independence, self-initiation and leadership. Utilizing their professional, technical, and managerial skills, along with extensive understanding of the childhood obesity issue, nutrition and physical activity, the **Student Wellness Coordinator** is required to develop a comprehensive student wellness program. The **Student Wellness Coordinator** must be able to operate the components of the Student Wellness program in accordance with the established policies and procedures of the Great Falls Public Schools. Essential duties and responsibilities include the following:

- Advocate for student wellness with the Board of Trustees, the Cabinet, Building Level Administration, parents and community;
- Promote and enhance the District's policies and procedures to actively address the issues of childhood obesity and wellness;
- Chair the Student Wellness Committee;
- Supplement the current health enhancement curriculum with nutrition classes in grades K-4, if appropriate;
- Raise awareness of school staff, students, and parents in providing healthy classroom celebrations;
- Raise awareness with parents in providing healthy lunches, snacks, and active lifestyles for their students;
- Publish a Student Wellness Newsletter;
- Engage students as stakeholders in the implementation of the Wellness Program;
- Raise awareness of school staff in implementing non-food rewards;
- Monitor vending, student stores, classrooms, and fundraising for compliance with the Nutrition Guidelines;
- Assist clubs and organizations in accessing fundraising opportunities that support the nutrition guidelines;
- Assist concession vendors in providing healthy alternatives to their menus;
- Represent the Great Falls Public School with various community partners such as: Action for Healthy Kids, Safe Kids Committee, and Get Fit Great Falls;
- Collaborate with community partners;
- Assist in the acquisition of curriculum materials and supplies to enhance the teaching of nutrition and physical education;

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- Explore avenues for incorporating more physical activity into the school day;
- Coordinate activities and efforts with the Director of School Food Service;
- Coordinate activities with the GFPS Employee Wellness Committee;
- Promote national days of action relative to children's health;
- Present in-service to staff, parents, students and community around the issues of childhood obesity, nutrition and active lifestyles;
- Maintain data that can help to substantiate the scope and impact of the wellness program;
- Manage the economic resources of the grant; and
- Archive copies of articles, publications, news stories and other pertinent information that demonstrates the progress of the program for the annual grant report.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Demonstrate experience preparing and delivering presentations within small and large group settings including classrooms.
- Demonstrate the ability to establish and maintain effective working relationships with all staff, students, and parents.
- Demonstrate strong analytical and quantitative skills and excellent interpersonal skills.
- Demonstrate the ability to work well under pressure, adjust to changing priorities, and have a high level of accuracy and attention to detail.
- Demonstrate the ability to relate effectively with people who do not champion or are resistant to the student wellness policy and nutrition guidelines.

Language Skills

Ability to prepare and present health education seminars and in-services. Ability to prepare nutrition lesson plans, health education communication and newsletters.

Reasoning Ability

Ability to function independently and take responsibility for results; organize workload with close attention to detail; manage multiple tasks and timelines; and maintain strict confidentiality.

Computer Skills

To perform this job successfully, an individual should possess intermediate level knowledge of personal computers and software including Microsoft Windows, Microsoft Excel, Word, PowerPoint, and Publisher in addition to proficiency with Internet Explorer. Working knowledge of Access helpful but not required.

Certificates, Licenses, Registrations

Must undergo and successfully pass a comprehensive background investigation. Individual must possess and maintain a current valid driver's license with a clean driving record.

Physical Demands

Occasional light lifting of boxes weighing from five to 20 pounds may be required.

Work Environment

The work environment for this position is fast-paced. If weekend or evening work is required, employee can adjust the workday schedule to meet the 8-hour per day maximum for paid hours.

Source: Great Falls Public School District, Montana